

**BY ORDER OF THE COMMANDER,
341ST SPACE WING**



**MALMSTROM AIR FORCE BASE PAMPHLET
32-6002**

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Civil Engineering

FAMILY HOUSING BROCHURE

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Introduction. Welcome to Family Housing (FH). We are pleased to have you with us and hope your stay will be pleasant. It is impossible to itemize every small detail of our responsibilities and yours. The following pages explain the Air Force's responsibility toward your home, as well as what we expect from you. If you are considerate of your neighbors and treat your home as if you were the owner, we can assure you that relationships will be enhanced at all levels. Your home represents a substantial investment by the United States Air Force and by all of us as taxpayers.

Section A - Air Force Responsibilities

The following tasks must be performed by the base in support of your assigned government owned or controlled family housing unit: all maintenance and repair, refuse collection and disposal, pest control to protect Air Force property, snow removal from streets, and fire and police protection.

INITIAL INSPECTIONS. New occupants will attend an initial briefing at the Housing Office, Bldg 130. This briefing is normally performed within one week of assignment to quarters. At that time, the occupant will advise housing personnel of any discrepancies pertaining to the unit or the appliances installed in the unit.

MAINTENANCE AND REPAIRS. The Civil Engineering organization has the primary responsibility for the maintenance of your home. This work is handled by the family housing maintenance contractor; the service call telephone number is 452-7351. Emergency maintenance problems may be called in to this number at any time.

After a call/request is received by the maintenance contractor, the service call specialist will immediately assign and provide you with a job order number and an approximate date/time the work will be performed. There are three categories of service: emergency, urgent, and routine. The category determines when the service will be accomplished.

Emergency - within 1 hour.

Urgent - within 4 hours.

Routine - within 8 hours.

Emergency Service Calls are work requirements which should receive immediate attention. Some examples are:

A structural, utility, or mechanical problem that could cause loss of life or property.

Serious damage affecting health, safety, security, or mission.

Complete utility failure (electricity, gas, heat, water, or sewage).

Street lights, exterior electrical distribution system, storm drains, streets, curbs, and sewer system (outside of quarters) are the responsibility of Civil Engineering and any required repairs should be called in to Customer Service at 731-6137 or 731-6138.

REFUSE COLLECTION AND DISPOSAL. Container pickup is accomplished once a week on Friday in all housing areas except On-Base Wherry (Lincoln Drive area). Dumpster pickup is accomplished in On-Base Wherry housing on Friday.

Garbage cans are government provided for military family housing units. You are responsible for cleaning the cans. Trash and garbage in excess of garbage-can capacity is to be placed in an appropriate container (plastic bag, bundled, etc.). Garbage should be placed curbside no earlier than the evening before pickup. Containers should be returned to appropriate storage area (behind or at side of quarters) the evening of pickup.

The disposal of dead animals found on base, with the exception of house pets, is a Civil Engineering responsibility.

INSECT CONTROL. If necessary, your house was treated for insects before you moved in. The occupant is expected to take all measures to prevent and control insects. If infestations occur which are beyond control, call Customer Service at 731-6137 or 731-6138.

LOCK OUTS. An emergency key is maintained for your unit at the Housing Management Office. Occupants locked out after normal duty hours (0715-1645) must contact Security Forces, 731-3895. Replacement of lost keys is an occupant responsibility.

GROUND CARE. Common areas beyond 50 feet from your unit are government responsibility. Major pruning is also the government's responsibility. Seed and fertilizer are provided by the government. Seasonal announcements will be made through the base bulletin and High Plains Warrior newspaper.

SNOW REMOVAL. Snow removal services will be provided in the housing area as resources permit; mission requirements, common base areas, and essential services have priority. Occupants must remove all snow and ice from all walks, drives, and fire hydrants within 24 hours of snowfall.

APPLIANCES. Ranges, refrigerators, and dishwashers are government-furnished and serviced. These appliances are assigned by serial number and recorded on the AF Form 227, Quarters Condition Inspection Report. If you have problems, do not attempt repairs or adjustments. Problems should be called in as a service call to the housing maintenance contractor, 452-7351.

PRIVATELY-OWNED APPLIANCES. Occupants may be allowed to use their privately-owned appliances on a case-by-case basis, with approval from the Housing Management Office.

FILTERS. Furnace filters must be changed every 6 to 8 weeks. Filters are available at the Facilities Improvement Center, Bldg 220.

Section B - Occupant Responsibilities

LEAVE OR EXTENDED TEMPORARY DUTY (TDY). If you will be absent from your quarters, leaving it unoccupied for extended periods (over 72 hours), you must make arrangements for security, prudent care, and periodic inspections of your quarters. You can fulfill the responsibility through written notification to the Housing Office of your intended absence and the name of the person designated by you who will have access and will perform normal resident maintenance. Forms for this purpose are available at the Housing Office or you may receive a faxed form by calling 731-3660 and following the prompts. Also, you may complete a quarters check form with Security Forces for patrol purposes while you are away.

LIABILITY FOR DAMAGE TO FAMILY HOUSING, EQUIPMENT, AND FURNISHINGS.

Members of the Armed Forces occupying family housing shall be held liable and accountable for loss or damage to family housing, equipment, or furnishings caused by the abuse or negligence of the member, the member's dependents, or the member's guests. While the amount of liability is limited to one month's basic pay in cases of simple negligence, members are liable for the full amount of damages or loss in cases of willful misconduct or abuse. AFMAN 23-220, Reports of Survey for Air Force Property, provides guidance on how to determine responsibility and pecuniary liability. It explains for which situations claims may be waived or limited, as in the case where damage is caused by the member's dependents or the member's guests and the member has no opportunity to prevent the damage.

It also establishes procedures for processing reports of survey, provides direction on how to request reconsideration, and describes appellate procedures for unwaived claims. It also explains how to submit requests for remission of debts in the case of enlisted members.

INSURANCE. While occupying family housing, it is recommended that you purchase commercial insurance to protect yourself in case of a major loss. Such insurance should specify clearly that personal liability coverage for loss or damage to family housing, furnishings, and equipment is included. A common policy for this coverage would likely be a renter's policy which would cover your personal property as well as personal liability for government property. You may be able to obtain liability coverage for government property without insuring your personal property, if you do not desire to insure the latter. The replacement value based on maximum net square footage and grade authorized by public law is provided to you by the Housing Office. Specific questions can be answered by the housing staff or the Base Judge Advocate Office.

DETERMINING REPLACEMENT COSTS. In determining replacement costs, the housing staff will advise you to use the lower amount determined by either of the following procedures:

- a. Multiply \$37 per square foot times the gross floor area shown on the real property record (7115 report).
- b. Use the amounts shown in the table below:

GRADE	BEDROOM	\$ x 1000
E1/E6	2	42
	3	53
	4	59
E7/E9 and O1/O	3	59

	4	64
O4/O5	3	62
	4	68
O6	4	75
O7/O10	4	92
O7/O10 (Commanders Qtrs)	4	102

Example:

TSgt occupies a unit designated on real property records as a company grade 3 bedroom, or (distributed for assignment purposes to a junior noncommissioned officer) which has 1537 sq ft (gross): $\$37 \times 1537$ sq ft = \$56,869 or from the chart \$53,000.

In this case, the member's liability is limited to \$53,000 (the lesser amount), in which case the member may wish to obtain insurance for \$53,000. In no case will member's liability for damages caused by gross negligence or willful misconduct exceed the amount the Air Force is authorized to spend on replacement construction.

DAMAGES TO HOUSING. Damages beyond reasonable wear and tear are the resident's responsibility. Repairs and replacements completed by the resident must meet Air Force standards. Housing staff can fully explain your options to repair or replace damaged items and the method of payment.

REPAIR COSTS. The following is a representative list of most commonly damaged or destroyed items. The list is not all inclusive, but it is intended to show typical costs. These costs may vary, depending upon circumstances encountered. Costs include labor:

Replace Broken Windows	\$ 25.00 - 457.00
Replace Garbage Disposal	\$ 83.00
Replace Door (Closet or Other Interior Door)	\$ 21.00 - 120.00
Replace Door Lock	\$ 13.00 - 45.00
Replace Trim (1 to 10 ft)	\$ 15.10
Replace Vinyl Floor Tile	\$ 2.00 per ft
Replace Light Globe	\$ 21.00 - 65.00
Replace Medicine Cabinet Mirror	\$ 19.00
Replace Window Screen	\$ 16.00 - 25.00
Replace Metal Storm Door	\$ 155.00 - 205.00

Other types of damages the resident is responsible for are: damage to yard or house caused by pets, and damages resulting from water beds.

ENERGY CONSERVATION. As a housing resident, we need your assistance in conserving energy. Fewer dollars for FH and rising utility costs require us to use common sense to do everything possible to conserve utilities.

WATER. It is not intended that normal and reasonable use of water is restricted. However, since excessive usage results in increased costs, we need to eliminate waste. While watering lawns, ensure sprinklers are not hitting/watering the side of the house. This action contributes to having a wet basement or water entering into the residence through basement windows and vent piping. Watch the base bulletin for lawn watering schedules, should they be required.

HEATING. The recommended temperature settings are as follows: Heat - Day/65, Night/60. Hot water heater setting should not exceed 140 degrees or medium setting. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual. **KINDLY DO YOUR PART** to prevent the waste of fuel.

ELECTRICITY. We must work together to conserve electricity by eliminating unnecessary use. You can help by minimizing the use of electrical appliances and lights, especially during the peak demand periods of 0600 to 0900 and 1600 to 1900. Do not leave outside lights on during daylight hours. Do not leave engine block heaters plugged in unless the temperature falls below 0 degrees.

ENVIRONMENT. Each housing unit is equipped with a recycling can for mandatory recycling. Recyclable materials include aluminum cans, tin cans, glass (all colors), newspaper, plastic milk jugs, 2-liter soda bottles, and broken down cardboard. Recyclable materials are picked up each Friday. If you have any questions concerning the recycling program, call 731-6447. It is important to remember waste engine oils, engine coolants (antifreeze), car grease, cooking grease or oil, or other similar products should not be poured into the plumbing, drainage system, or on the ground. No burning of leaves or refuse is allowed.

CARE OF INTERIOR:

KITCHEN. Special attention is needed to maintain the appliances, cabinets, and walls in the kitchen. Ovens and broiler units should be cleaned regularly, as well as the top burners to prevent buildup, which becomes a fire hazard. Interiors of refrigerators should be cleaned regularly with water and baking soda solution, rinsed, and dried. The exterior and door gasket should be cleaned frequently to remove oil and grease. Avoid use of sharp instruments to remove ice when defrosting and do not use gritty or harsh detergents when cleaning. Avoid putting fibrous material such as onions and celery in the garbage disposals, as this jams the cutting mechanism. Do not put grease in the garbage disposal, as it will solidify in the pipes and cause stoppages. Avoid placing hot utensils on counter tops, as this can cause permanent damage. Use only regular shelf paper in drawers and cupboards. The use of adhesive backed paper will damage the surfaces when removed. The walls should be cleaned at periodic intervals to prevent surface grease buildup.

BATHROOMS. The walls in the tub and shower area have a tendency to mildew and should be cleaned periodically with a product to combat mildew.

FLOORS. Excessive water can cause damage to any floor, especially wood. Use only quality wax removers to prevent wax build-up. Pay special attention to the corners and baseboards for wax buildup. **NEVER USE ACRYLIC WAX ON ANY FLOOR.**

CARPETS. Occupants are permitted to install carpeting at their own expense. Carpet may be secured with carpet tape; however, it may be difficult to remove tape upon clearance of your unit. **DO NOT** use nails to secure carpeting. Residents of units with government installed carpeting should shampoo carpets periodically to prevent permanent soiling.

WALLS. Use of mild soap and warm water may keep your walls clean. Do not apply adhesive-backed materials, wallpaper, or decals to walls, as these cause damage upon removal. Use

nail or building type hangers only and fill holes with spackling compound when removed. Make sure there are door stops for all doors to prevent damage to the walls.

PEST CONTROL. Air Force Instruction 32-1053, Pest Management Program, requires FH occupants to control minor pests in their quarters such as cockroaches (also known as water bugs, croton bugs, and palmetto bugs), ants (except for carpenter ants), centipedes, crickets, earwigs, firebrats, flies, silverfish, snow bugs (pill bugs), mice, and miscellaneous flying and crawling insects that are not health hazards or do not destroy Air Force property. Occupants of FH are also responsible for control of insects and other pests that attack their indoor plants, outdoor gardens, flower beds and pets. Occupants are normally required to purchase appropriate pesticides, but should check with the Facilities Improvement Center, 731-7701, for availability of some products.

CARE OF EXTERIOR:

WINDOWS. Occupants are responsible for exterior cleaning of first floor windows only. Some window styles on second floors may be removable for cleaning.

BASEMENT. Items stored in basements should be neatly stacked. Do not store flammable items. The Base Legal Office advises that since the basements in Capehart housing are subject to possible flooding and sewer backups, you are expected to take reasonable precautions to protect your personal property against water damage. Unless you have stored your articles off the floor, your subsequent claim is subject to being denied or reduced for failure to exercise due care. Living areas added to basements by the government are exempt from the above policy for storage of personal property.

STORM WINDOWS AND DOORS. Each unit is supplied with storm windows and doors. Use care when installing or removing to prevent breakage.

CRAWL SPACE. Crawl spaces are for use by maintenance personnel ONLY.

GUTTERS AND DOWNSPOUTS. Clean gutters and downspouts which can be reached from ground level regularly to ensure proper operation.

PLUMBING. Disconnect hoses and water timers from exterior water faucets when the temperature falls below freezing (32 degrees) to prevent broken water pipes.

GROUNDS CARE. Your assigned area of grounds care normally extends to the street or midway to your neighbor in front and midway to your neighbor or 50 feet when there is no adjoining unit at the sides or back. For the purpose of policing, trimming, and removal of grass in cracks of street gutters and curbs, your area of responsibility extends to the center of the street in front of your unit. Each sponsor is expected to maintain a neat-appearing lawn. Family housing areas are periodically inspected. Inspections are based on the standards listed below. We issue discrepancy notices to residents not meeting appearance standards. Repeated discrepancies are not acceptable and could lead to termination actions.

INSPECTION STANDARDS FOR FAMILY HOUSING:

<u>ITEM</u>	<u>STANDARD</u>
Grass Mowing	This should be accomplished as necessary to maintain a neat appearance. Grass should not exceed 3" in height. Lawns should be watered sufficiently during the growing season to ensure grass remains healthy and green.

<u>ITEM</u>	<u>STANDARD</u>
Edging of Grass	Edge along sidewalks, driveways, and roadways to maintain a neat appearance. Do not dig a trench when you edge.
Grass in Cracks and Crevices	All grass should be removed from cracks in sidewalks, driveways, parking spaces, garage areas, doorsteps, and curb joints.
Trimming of Grass	Trim grass around foundation of house, doorsteps, garages, and garbage can area as necessary. Wherry residents must trim grass adjacent to assigned garage.
Bushes	Trim bushes so that a neat appearance is maintained and bushes do not touch siding of house.
Carports, Patios, and Garages	Carports and patios must be neatly maintained. While storage is limited, these areas must not be cluttered or unattractive. Do not hang items in carports. Garage doors must be kept closed when not in use.
Vehicles	Major repairs of vehicles are not authorized in garages, carports, driveways, and parking spaces. Do this work in the Auto Hobby Shop.
Snow and Ice Removal	Snow and ice must be removed from all walks, drives, and fire hydrants adjacent to quarters within 24 hours of snowfall. In the case of blowing snow, remove snow periodically each day to prevent accumulation.
Pets	Pet waste must be removed at least once daily. Pets must be kept to the rear of quarters (when sufficient room exists) without access to sidewalks, doors, or steps. Pets may not be secured to any portion of a building, storage shed, tree, or fence. Pets must be leashed or in a fenced yard at all times.

The base is responsible for maintaining common areas and playgrounds in the housing area. Residents may plant flowers; however, any flower beds next to the house foundation must slope away from the house and must not be recessed lower than one inch below the surface of the sod. Gardens are permitted in family housing, with the exception of the Wherry housing area. Garden plots for Wherry occupants are available through the Outdoor Recreation Center. Gardens should be kept to a reasonable size (approximately 12' x 16') and should be placed at the rear of the lawn, within the resident's area of responsibility. Gardens must be cleaned and weeded at the end of the growing season. All temporary garden fences will be removed at the end of the growing season. Do not plant seed or beans that are poisonous or which can be a hazard. Keep your flower beds neat and clean of weeds and grass. Any type of fence or border must be approved on a self-help work request and must be removed at the end of the growing season (see Self-Help). Come by the Housing Office to see the style we can approve.

Many FH residents enjoy taking special pride in maintaining their quarters, and the Air Force likes to recognize these special people. As part of our community inspection program from June to August, the base selects "Yard of the Month." Base-wide recognition is given to the winners. BE ONE OF THE COMPETITORS!

WATER BEDS. The use of water beds in housing is allowed; however, residents will be held liable for any damage the beds may cause.

SWIMMING/WADING POOLS. Only above ground swimming pools are authorized with maximum size 12 feet in diameter, 3 feet deep, and no more than 1500 gallon capacity. Pools should be kept to the rear of the quarters and should be emptied when not supervised. Lawns will be restored to original condition when pool is removed. It is suggested you contact the Base Legal Office before installing a pool.

TELEPHONE INSTALLATION. Additional telephone installations are allowed in all housing areas except Wherry housing and the recently constructed units. The local telephone service provided has been made aware of restrictions concerning installation of additional services.

DOG HOUSES. Dog houses must be neatly constructed using standard building material and painted a color compatible to the color of the housing unit.

TRAMPOLINES. The potential for serious injury on a trampoline is very high. Use of trampolines in family housing is discouraged. Adult supervision of children playing on a trampoline is essential to minimize the chances for serious injury. Any member wishing to install a trampoline in family housing must first contact the Base Legal Office for advice on the personal liabilities resulting from injuries incurred on a trampoline and the potential government liabilities. Additionally, the trampoline must be fenced within an approved fence with a latching mechanism to ensure children do not have unsupervised access.

SEASONAL DECORATIONS. Seasonal decorations may be put up 30 days prior to appropriate holiday and must be removed within 30 days after the holiday. Do not wrap electrical decorations around metal railings, attach decorations to roofs, or puncture metal siding to install decorations.

RECREATION AND PLAY EQUIPMENT. Recreation and play equipment such as swing sets and large plastic play equipment should be kept to the rear of the quarters when sufficient room exists to the rear.

Section C - Fire Protection

The Fire Department is responsible for instructing occupants on the procedures to follow in case of fire. As head of your household, you should instruct all members of your family in fire prevention.

INSTRUCTIONS ON PREVENTION. You will be thoroughly briefed on fire prevention prior to or within 30 days after moving in.

FIRE EVACUATION PLAN. A home fire evacuation plan should be made with primary and alternate routes of escape in the event of a fire. Establishing and practicing your escape plan as a family activity could save the life of your loved ones. The Fire Department should be made aware of any handicapped family members.

SMOKE DETECTORS. You are required to perform an operational test of your detectors at least monthly.

FIRE REPORTING: If a fire occurs in your home, notify the base fire department, 911, immediately. Give the dispatch operator your name, house number, and street. Do not hang up until you are sure the information has been received correctly. Report any fires regardless of size.

GASOLINE STORAGE. Gasoline may be stored only in approved safety cans and must not exceed 5 gallons. Gasoline may not be stored in utility or furnace rooms or in basements. Gasoline may be stored only in storage areas with exterior entrance. Storage of white gas/Coleman fuel may not exceed 2 gallons. Outside storage areas should be child proof.

BARBECUE GRILLS. Barbecue grills should be lit and supervised by adults only. They should be kept free of building overhangs and porches. They should always be kept at least 15 feet from any structure. Never use a grill under a carport or in a garage. Never use gasoline to light a charcoal barbecue. Always check propane connections for leaks.

CLOTHES DRYERS. Check and clean clothes dryer lint trap after each use. Never place plastic articles in dryer.

COOKING APPLIANCES. NEVER LEAVE COOKING UNATTENDED, especially when cooking with grease or anything that produces its own grease. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance, and call the Fire Department. NEVER USE WATER! DON'T ATTEMPT TO MOVE THE PAN! The kitchen exhaust fan filter should be cleaned often to prevent the accumulation of grease.

HOUSEKEEPING. Keep trash from accumulating in closets, attics, storage areas, near wall heaters, and hot water heaters.

POWER EQUIPMENT. Lawn mowers and edgers should not be refueled while the motor is running. Equipment should have sufficient time to cool before refueling.

Additional questions on fire prevention should be directed to the Base Fire Department.

Section D - Security Forces

SECURITY FORCES. The installation commander is responsible for the control and safeguard of base property. Routine patrolling of the housing area is accomplished on a random basis by Security Forces. When notified, Security Forces will investigate incidents. Inquiries concerning law enforcement should be directed to Security Forces at 731-3895.

PARKING. On-base parking of privately-owned vehicles must be in driveways or authorized parking areas only. Prohibited areas are as follow:

- On a sidewalk, in front of a driveway, or within an intersection.

- In a fire lane or on the fire hydrant side of the street in Capehart or Relocatable housing.

- Against the flow of traffic.

- Next to yellow or red curbs.

- On grass, seeded, or dirt areas.

- Within 20 feet of a crosswalk, 15 feet of a fire hydrant, 30 feet of any stop sign, or 15 feet of a dumpster.

RECREATIONAL VEHICLES. Parking of boats, trailers, unmounted campers, etc., in the housing area is authorized for a period not to exceed 48 hours for loading or unloading. From April through September only, you may park recreational vehicles (boats, campers, trailers, etc.) inside garages or carports. Storage parking spaces for recreational vehicles may be obtained by contacting Outdoor Recreation at 731-3263. This does not include pickup mounted campers or other recreational vehicles used for regular transportation. Recreational vehicles and pickup mounted campers used for regular transportation may not be parked on the streets except at least 25 feet apart in the following areas:

- Kapok between Locust and Maple, east side of the street.

Maple between Kapok and Joshua, south side of the street.

Maple between Gumwood and Elder, north side of the street.

Oak between Aspen and Fifth Street, south side of the street.

VISITOR RECEPTION. Notify Visitor Control, 731-4489, of any expected guests. You may individually sponsor up to 15 guests. More than 15 guests for a social function requires prior approval by letter, approved by the 341st Support Group Commander. Submit requests to the Visitor Control Center. Contact Visitor Control for further information.

FIREARMS AND FIREWORKS. Personnel residing in military family housing are authorized to retain their privately owned firearms and ammunition. They may also store them in the Base Armory, if desired. Privately owned firearms will never be left unsecured or unattended in a motor vehicle on Malmstrom AFB. A properly registered weapon locked in the trunk of a vehicle is considered secure for the purpose of this instruction. An unattended weapon in open view within an unlocked vehicle is not considered secure. Under no circumstances will a weapon be stored in a vehicle for a period of 24 hours. Privately owned weapons will not be carried, transported, or stored while loaded within the confines of Malmstrom AFB. Magazine fed weapons will have the magazine removed. Privately owned weapons will not be discharged within the confines of Malmstrom AFB, except during sanctioned activities supervised by an installation agency or approved installation club. A maximum of 5 pounds of smokeless powder or 1 pound of black powder and 1,000 primers/rounds of ammunitions may be stored in family quarters. Powder must remain in its original container. Powder and primers will be stored separately and properly secured to prevent unauthorized use. For further information on firearms in family housing, contact Security Forces Resource Protection at 731-4344. Fireworks are prohibited.

CRIME STOP. Call 911 for fast response to report a crime in progress.

Section E - Good Neighbors

Family housing and close neighbors are synonymous. Your support and cooperation in the following areas are necessary:

NOISE CONTROL. Excessive noise is the primary complaint received by the Housing Office. Many residents work shifts and sleep during the day. Please be considerate.

PARTIES. Many complaints can be avoided by informing your neighbors prior to having a party.

EXCESSIVE STEREO/TELEVISION VOLUME. Don't assume that your neighbors enjoy the same type of music or television programs that you do - please keep the volume down inside or outside your unit.

CONTROL OF CHILDREN. Do you know where your children are?

SUPERVISION. Your children should be closely supervised at all times. Children must be at least 6 years of age before they are allowed to play outside base quarters without direct adult supervision. Children must be at least 10 years of age before they may be left home alone. Children ages 10 to 16 may be left home alone for short periods of time until 2400. After 2400, appropriate adult supervision or babysitters must be present. Children under 16 years of age may not be left home alone overnight. Children under 12 years may not baby-sit other children. Overnight baby-sitting is not permitted unless the sitter is 16 years of age or older.

PLAYGROUND. Your neighbors' yards or the streets should not be used as your child's playground. Use the playgrounds located in the housing area.

PET CONTROL. Pets must be leashed when outside of your home or a fenced yard. You must ensure cleanliness of your pet's area to control and prevent vermin infestation. Feces must be picked up daily. Pets left outside must have food, water, and shelter at all times. Do not let your pet become a neighborhood nuisance because of excessive barking and invading the privacy of others. Stray pets should be reported to the Dispatch Center, 731-3895. Canine and feline pets are limited to two pets per household. Litters are excepted for a 3 month period to allow for placement. Only two caged animals are allowed per household.

PETS. Farm, ranch, or wild animals are prohibited. See Malmstrom AFB Instruction 31-204, Control of Pets and Stray Animals, for the rules governing pets maintained on base. Pets must be registered with the local Humane Society or through a veterinarian of your choice. All dogs, cats, and horses kept on base must be up to date on their immunizations at all times, at owner's expense. Proof of immunizations for all animals must be provided upon request of Housing, Public Health, installation leadership, or regulatory agency. Residents whose pet is involved in a bite incident will show proof of rabies vaccination. The pet must be examined by a licensed veterinarian before and after the quarantine period and documented with the base Public Health Office. The breeding or raising of animals in family housing for shows or commercial purposes is prohibited unless approved by the Support Group Commander. Also, operation of a commercial-type kennel is prohibited. Questions should be addressed to the Dispatch Center, 731-3895, or Law Enforcement Operations, 731-4498.

PARKING. Malmstrom's family housing areas have no designated parking. Be reasonable and considerate and talk to your neighbor when problems or misunderstandings occur. Do not park automobiles, motorcycles, house trailers, utility trailers, campers, or boats on lawns or communal grounds in the housing area. Garages should be utilized for parking vehicles.

REPAIR WORK. Residents may not perform major repair work on vehicles or boats in the housing area. The Auto Hobby Shop should be used for this repair work. This not only maintains the desired appearance in the housing areas, but also is considerate of your neighbors.

Section F - Special Climatic Situations

WARNING SIGNALS. A wavering 3 to 5 minute wailing tone on base and local sirens signifies an attack warning. If whistles, horns, or other devices are used instead of sirens, a series of short blasts will be sounded for the same time period. You should take shelter or other protective action immediately. A 3 to 5 minute steady tone signifies an imminent peacetime emergency (flash flood, earthquake, tornado, etc.). You should listen for essential emergency information announced by radio, PA, sound truck, telephone, or runner. In the case of a disaster, an all clear signal will be announced by radio, PA system, sound truck, telephone, or runner.

NATURAL DISASTERS. Earthquakes and tornadoes are not common to this area. Some flooding occurs occasionally in areas located near rivers, streams, and creeks; but not in the specific location of the base. High winds are often experienced in the area, but rarely cause damage.

COLD WEATHER. As a resident of Montana, you should know the hazards of cold weather. Hypothermia is a lowering of body temperature to 95 degrees F or below, due to a net heat loss to the environment. It is uncommon in young, healthy individuals, but may occur in situations associated with over-extension of physical capabilities, coupled with long periods of exposure to cold. Frostbite is local freezing of tissue with crystallization of tissue fluid. It occurs when the skin temperature drops below 32

degrees F. Immersion foot and trench foot result from the exposure of the feet to wet, cold conditions. Temperature, humidity, precipitation, and wind modify the rate of heat loss. Severe cold predisposes to hypothermia and frostbite, while less cold conditions with high humidity are more likely to be associated with immersion foot. Increased wind velocity accelerates heat loss, both through evaporation and convection. Prolonged immobility may precipitate cold injury and overactivity may result in the loss of significant amounts of body heat due to a decrease in the effectiveness of insulation wet with perspiration. Clothing for cold weather is designed on the principle of trapping layers of air, which provide effective insulation. An outer windproof cover is essential and you should plan for the removal of layers if strenuous work is necessary or the temperature rises.

Section G - Community/Residential Activities

LAWN/GARAGE/CARPORT SALES. During the months of May - September, garage sales may be held the first and third Saturdays of the month, and the rest of the year, only the first Saturday of the month. Exceptions may be made on a case-by-case basis for individuals who receive short notice assignments. Submit a letter of request to the Housing Office. Advertisements of upcoming sales may be made in local newspapers and by posters **ERECTED AT THE SALES SITE ONLY.**

YARD OF THE MONTH. A Yard of the Month is chosen during the months of June, July, and August. A Yard of the Year is chosen near the end of the growing season. Watch the base newspaper for information on the program.

HOUSING MONITORS. The senior occupant of a multiplex unit is designated to monitor the policing and maintenance of common use areas.

BUSINESS ENTERPRISES. Some businesses for profit may be conducted from your family housing unit. Approval for any such enterprise must be requested in writing to the Support Group Commander through the Housing Office. Contact the Housing Office for additional information and guidance.

SOLICITATION IN FAMILY HOUSING. Solicitation, fund raising, scout activities, school sales, etc., require prior approval of the Support Group Commander, requested through the Legal Office.

Section H - Self-Help Work

We authorize self-help work in family housing if proposed work is relatively simple and is primarily for resident benefit. Normally, a self-help project is to improve living conditions. Self-help work must not generate additional maintenance or repair costs. For example, if your home has metal siding, do not, repeat, do not drill holes, install nails, etc., in the siding for a self-help project or attach project to trees.

REQUESTING SELF-HELP WORK. All self-help work requires completion of an AF Form 332, Base Civil Engineer Work Request. Requirements for additional coordination, if required, will be explained at the time the AF Form 332 is submitted to the Housing Office. No work should be accomplished until this procedure has been followed and approval received. The following are examples of self-help work which is normally approved: Chain link fences, air conditioner installation, basement partitions, and dog runs.

STANDARDS AND SPECIFICATIONS. The standard for most authorized self-help work (i.e., fences, basement partitions, air conditioner installation) is available at the Housing Office. Periodic inspection must be accomplished while work is in progress. Inspections can be scheduled by contacting the Housing Office, 731-3660. No wiring will be done except by a certified electrician.

PAINTING INTERIOR WALLS. Painting also requires an approved AF Form 332 before accomplishing.

DISPOSITION OF IMPROVEMENTS. Most self-help work installed by a resident may remain in the quarters when the resident leaves. However, some self-help work may need to be removed before final termination unless accepted, in writing, by the incoming resident or the Air Force. When removing self-help work, your house or area must be restored to original condition. Ask your housing representative at your prefinal inspection. **DO NOT DO SELF-HELP WORK WITHOUT KNOWING THE STANDARD AND OBTAINING PRIOR APPROVAL.**

FACILITY IMPROVEMENT CENTER. Many items are available for self-help installation in family housing at the Facilities Improvement Center, Bldg 220. Some of the improvements include ceiling fans, bathroom vanities, and landscaping materials during the growing season. Visit the Facilities Improvement Center or call 731-7701 to find out what is available.

Section I - Termination of Family Housing

GIVING NOTICE. The best time to start thinking about moving out is when you are moving in. We require 40 days notice of your vacating (short-notice permanent change of station [PCS] excepted). At the time you notify us, we will schedule your prefinal inspection and final inspection. Your Housing Office can be of great assistance in your coming move. Ask about availability of family housing and community housing at your next location.

PREFINAL INSPECTION. This inspection is designed to assist you in preparing for your final inspection. It includes the review of check out procedures and an opportunity to answer any of your questions. During the inspection, the housing representative also identifies normal maintenance to be accomplished and identifies damage above normal wear and tear. The housing representative will give you a cleaning checklist and discuss your individual cleaning needs. You must report to the Housing Office to schedule a prefinal inspection. If you choose to use a contract cleaner, a list is available at the Housing Office. If you need a substitute to stand final inspection, notify the Housing Office in advance for forms and guidance. **THE RESPONSIBILITY FOR FINAL CLEARANCE OF FH RESTS SOLELY WITH THE RESIDENT.**

FINAL INSPECTION. This is not a “white glove” inspection. The final inspection ensures that the resident has met the standards of cleanliness and identifies any additional maintenance needs. If you fail your final inspection, you should contact the Housing Office at 731-3660 and schedule a reinspection for the next work day or as soon as the housing inspection schedule permits.

Section J - Useful Telephone Numbers

Fire Department.....	911
Ambulance.....	911
Crime Stop.....	911
Directory Assistance, Malmstrom AFB.....	731-1110
Service Call (Housing Maintenance).....	452-7351
(Use same number for after duty calls)	

Civil Engineer Customer Service.....	731-6137
Family Housing Office.....	731-3660

J. GREGORY PAVLOVICH, Colonel, USAF
Commander